

# Contract User Guide for ENE46

## ENE46: Propane [Liquefied Petroleum] Gases

UPDATED: 08/02/2018

<b>Contract #:</b>	ENE46
<b>MMARS MA #:</b>	ENE46*
<b>Initial Contract Term:</b>	8/1/2017-7/31/2020
<b>Maximum End Date:</b>	Three (1) year extensions to 2023
<b>Current Contract Term:</b>	8/1/2017-7/31/2020
<b>Contract Manager:</b>	Michael Woods, 617-720-3191, <a href="mailto:michael.woods@mass.gov">michael.woods@mass.gov</a>
<b>UNSPSC Codes:</b>	15-11-15-01- Propane
<b>Note:</b>	Updated RPA Language and MBPO for 2019 Fiscal Period
*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).	

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### Contract Summary

This is a Statewide Contract for Propane [Liquefied Petroleum] Gases. This contract includes the purchase and delivery of Propane.

### Contract Categories

This contract includes 2 categories of products as listed below.

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Category 1: Differential Pricing – A differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN's Weekly Propane Newsletter. This indicator changes weekly.

Category 2: Fixed Pricing – Fixed, locked-in rates for propane pricing as agreed upon between the purchasing entity and the Awarded Contractor.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive Pricing
- Qualified and experienced vendors
- All vendors offer Prompt Pay Discount

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ENE46 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- To find the Weekly Posted Commodity Propane Price, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ENEFY19 Daily Pricing Index to find related Master Blanket Purchase Order (MBPO) information. Also access by clicking link to MBPO [PO-19-1080-OSD03-SRC02-13716](#).

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

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- Purchases made through this contract will be direct, outright purchases

### Pricing Options

- **Category 1 Differential Pricing** - Differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN's Weekly Propane newsletter. This indicator changes weekly. The total price is the differential price plus the posted Selkirk, NY price. Price is net, F.O.B. destination including all custom duties and charges and delivery into eligible entity's storage tanks or delivery of cylinders at the various locations included herein. No additional delivery charges will be authorized, except as noted in the RFR.
- **Category 2 Fixed Pricing** - Fixed, locked-in rates for propane pricing. Awarded bidders will work with the individual purchasing entities to determine the specific time to lock into fixed pricing and to come to an agreed upon price. Eligible Entities reserve the right to roll over purchases subject to fixed pricing to additional months if needed. It is the responsibility of the Awarded Bidder and the Purchasing Entity to come to an agreement on how any such unused gallons will be treated prior to entering into an agreement.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found below;

#### Category 1 Differential Pricing, One (1) Awarded Vendor – Osterman Propane LLP

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459

#### Category 2 Fixed Pricing, Two (2) Awarded Vendors (pricing is to be negotiated between purchasing entity and Awarded Vendor) –

##### AmeriGas Propane L.P.

Zone 4	Zone 6	Zone 7
X	X	X

##### Osterman Propane LLP

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
X	X	X	X	X	X	X	X

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When contacting a vendor on statewide contract, always reference ENE46 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

The Operational Services Division has set up this contract to allow buyers to record contract purchases in COMMBUYS **after** the purchase has been fulfilled by the vendor. To place an order, buyers will reach out to Statewide Contract Vendors outside of COMMBUYS. Once the vendor's invoice is received, buyers will record the transaction in COMMBUYS as an RPA Release Requisition *within one month of receiving the vendor's invoice*. For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- **Document items in COMMBUYS that have already been purchased**
- This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately. (See guidance below).
- Check the Zone listing (starting on page 8) to determine the city or town where you will have the propane delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state.
- Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function. This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.
- **ENE46 RPA Guidance**
- When conducting your Item Search, enter **ENE40** in the Item Description field. Record the following information on the Items tab in COMMBUYS:
- Line 1: Gallons – Enter the total gallons received under Quantity and the total price under Unit Price. Use GAL as the Unit of Measure (UOM). **This total should not include taxes.**
- Accurately enter the invoice number in the Invoice Number field for each item line.

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- On the Attachments tab, include scanned copies of all records pertaining to the order, i.e. unofficial email quote, receipt of goods or services, final invoice, etc.
- **Note:** OSD carefully selects contracts (in some cases specific contract categories or situations) that qualify for RPA Release transactions. These typically are situations where the prescribed purchasing process is impractical and/or there exists an emergency situation that prevents the standard COMMBUYS purchase order process.
- **If you have a COMMBUYS question, contact the COMMBUYS Help Desk at 888-MA-State (627-8283) or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).**

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

Awarded Vendors must verify operational details about sites prior to making deliveries. Awarded Vendors must deliver to all sites located in awarded zones that are accessible by truck. Delivery of propane fuel must be made on days and during hours that are acceptable to contract users. Lead time for normal delivery will be 24 hours; 48 hours for holidays and weekends. Deliveries must be in compliance with all applicable Local, State and Federal laws and regulations. Awarded Vendors are responsible for paying for any damage they cause at a site.

## Additional Information/FAQs

### Geographical Service Area

Vendors are awarded by Zone. There are eight (8) zones. Please see Appendix A for Zone Chart.

### Product Specifications, including Environmental Standards and Requirements

Awarded Vendors guarantee that the product supplied will meet or exceed the ASTM Specifications for Liquefied Petroleum (LP) Gases, Designation D1835-05 and NFPA58 2008 2017 Ed. Standard for the storage and handling, or latest revision thereof.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is

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later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

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## Strategic Sourcing Team Members

DAngelo, Claire , DCR

Harper, Maryfrances , POL

Dwelly, Greg, POL

Simons, Alan, DYS

MacCurtain, Heidi, DDS

Limardo, Melina, MWRA

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Zones	Discounts (PPD, Dock Delivery, Other)	Minimum Order
AmeriGas Propane, L.P.	PO-18-1080-OSD03-SRC02-11309	VC6000229627, 2	Dawn Stevenson	610-768-3601	dawn.stevenson@amerigas.com	Category 2	4, 6, 7	PPD – 1% - 10 Days	N/A
Osterman Propane LLC	PO-18-1080-OSD03-SRC02-11307	VC0000573924, 1	Richard Donnell	508-234-1573	rdonnell@ostermangas.com	Category 1, Category 2	1-8	PPD – 1% - 10 Days	N/A

\*Note that COMMBUYS is the official system of record for vendor contact information.

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# Contract User Guide for ENE46

## Appendix A:

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL BERNARDSTON	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BUCKLAND	BELCHERTOWN	CHESHIRE
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	CHARLEMONT	BLANDFORD	CLARKSBURG
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	COLRAIN	BRIMFIELD	DALTON
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	DEERFIELD	CHESTER	EGREMONT
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	ERVING	CHESTERFIELD	FLORIDA GREAT BARRINGTON
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	FITCHBURG	CHICOPEE	HANCOCK
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY SOUTHBOROUGH	GARDNER	CONWAY	HINSDALE
DEDHAM	HAMILTON	DUXBURY	ORLEANS PROVINCETOWN	BOLTON	SOUTHBRIDGE	GILL	CUMMINGTON EAST LONGMEADOW	LANESBOROUGH
DOVER	HAVERHILL	EAST BRIDGEWATER	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE
EVERETT	IPSWICH	EASTON	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX
HINGHAM	LAWRENCE	FAIRHAVEN	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE
HOLBROOK	LOWELL	FALL RIVER	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY MOUNT WASHINGTON
HULL	LYNN	FOXBOROUGH		CHELMSFORD	SUDBURY	LEYDEN	HADLEY	NEW ASHFORD NEW MARLBOROUGH
LEXINGTON	LYNNFIELD	FREETOWN		CLINTON	SUTTON TYNGSBOROUGH	LUNENBURG	HAMPDEN	
LINCOLN	MANCHESTER	HALIFAX		CONCORD	UPTON	HOLLAND	HATFIELD	
MALDEN	MARBLEHEAD	HANOVER		DOUGLAS				
MEDFORD	MERRIMAC	HANSON						

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Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	OTIS
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	PERU
NEEDHAM	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	LONGMEADOW	PITTSFIELD
NEWTON	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	RICHMOND
NORWOOD	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDISFIELD
QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY
RANDOLPH	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD
REVERE	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELburne	NORTHAMPTON	STOCKBRIDGE
SAUGUS	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM
SOMERVILLE	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON
STONEHAM	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	RUSSELL	WEST STOCKBRIDGE
WAKEFIELD	SALEM	NORTON		HOPEDALE		TOWNSEND	SOUTH HADLEY	WILLIAMSTOWN
WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK	
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER	SPRINGFIELD	
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND	
WESTWOOD	WENHAM	PLYMPTON		LEICESTER			WALES	
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON			WARE WEST SPRINGFIELD	
WILMINGTON		REHOBOTH		MARLBOROUGH			WESTFIELD	
WINCHESTER		ROCHESTER		MAYNARD			WESTHAMPTON	
WINTHROP		ROCKLAND		MEDWAY			WHATELY	
WOBBURN		SCITUATE		MENDON			WILBRAHAM	
		SEEKONK		MILFORD				

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OPERATIONAL SERVICES DIVISION

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Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
		SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM		MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE			WILLIAMSBURG WORTHINGTON	

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